

# INSTITUTION SUPPLEMENT

OPI: Captain  
NUMBER: SCH 5267.07  
DATE: January 14, 2005  
SUBJECT: Visiting Regulations

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1. **PURPOSE:** To implement local visiting procedures at the Federal Correctional Institution and the Federal Prison Camp, Schuylkill, PA.

2. **DIRECTIVES AFFECTED:**

Directive Rescinded: FCI Schuylkill Institution Supplement SCH5267.06C, Visiting Regulations, dated August 28, 2002.

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Directives Referenced: Program Statement 5267.07, Visiting Regulations, dated April 14, 2003; Program Statement 5500.11, Correctional Services Manual, dated October 10, 2003; Program Statement 5510.09 Searching and Detaining or Arresting Persons Other Than Inmate, dated March 6, 1998; and Program Statement 5360.08, Religious Beliefs and Practices, dated May 25, 2001.

3. **CORRECTIONAL STANDARDS REFERENCED:** ACA 4th Edition Standards for Adult Correctional Institutions: 4-4156, 4-4267, 4-4498, 4-4499-1, 4-4499, 4-4500, 4-4501, 4-4503, 4-4504.

4. **PROCEDURES:**

**A. Visiting Facilities:** The Warden shall have the Visiting Room arranged so as to provide a quality atmosphere for family visiting and adequate supervision based on security requirements of the institution.

**B. Visiting Times:** Regular visiting for the FCI will be conducted Thursday through Monday, 8:30 AM through 3:00 PM. Camp visiting will be conducted on weekends and Federal holidays only, 8:30 AM through 3:00 PM. All visitors will be out of the Visiting Room by 3:30 PM. No inmate visitors will be permitted to enter the facility to begin a visit after 2:30 PM. During weekends and holidays, all inmate traffic to and from the Visiting Room will be terminated at 9:30 AM in preparation for the 10:00 AM official count.

**C. Frequency of Visits at FCI:** Social visits may be on consecutive days, or they may be spread throughout the calendar month. The point system will be used to account for the number of visits and visitors. Inmates will be allowed a total of (8) eight full points per month. Points will be automatically calculated through the Visiting 2000 Program.

Weekday visits will count as (1) one point, weekends and holidays will count as (2) two points. The Visiting Room #1 Officer shall maintain all information regarding visits in the inmate visiting file. Names of visitors, dates of visits, and the total number of visits for the month shall be maintained in the Visiting 2000 Program. Once a visitor leaves the Visiting Room they will not be allowed to return to the Visiting Room until the next scheduled visiting day. There will be a limit of six (6) total visitors, including children, for each inmate. No more than four (4) visitors may be adults. Exceptions to visitor limitations must be approved in writing by the Captain prior to the visit.

**D. Frequency of Visits at the Camp:** Each inmate may receive five (5) visits per month. Camp social visits will be conducted on a first come first serve basis. The Camp Visiting Room Officer shall maintain all information automatically through the Visiting 2000 Program including names of visitors, dates of visits, and the total number of visits for the month. There will be a limit of six (6) total visitors, including children, for each inmate. No more than four (4) visitors may be adults. Exceptions to visitor limitations must be approved in writing by the Camp Administrator. Once a visitor leaves the Camp Visiting Room they will not be allowed to return to the Visiting Room until the next scheduled visiting day.

**E. Regular Visitors:** The Unit Manager will be responsible for implementing this section as outlined in P.S. 5267.07.

1. Inmate visiting lists (Attachment 1) will consist of the immediate family mentioned in the inmates PSI to include: mother, father, step parents, foster parents, brothers and sisters, spouse, (or recognized common-law) and children. These family members are placed on the visiting list, absent strong circumstances which preclude visiting. Other relatives may be placed on the visiting list, if the inmate requests them, as defined in P.S. 5267.07. No limit will be placed on the number of immediate family members who can be placed on an inmate's approved visiting list if there

exists no reason to exclude them.

2. An inmate may request up to ten (10) friends and associates to be placed on his approved visiting list in addition to his family and other relatives as defined in P.S. 5267.07. Friends and associates must have an established relationship with the inmate prior to confinement. Exceptions to the prior relationship rule may be made by the Warden, particularly for inmates without other visitors. The Warden's approval is required when an inmate requests more than ten friends to be added to his visiting list.

3. Children under the age of 16 may not visit unless they are under direct supervision of a responsible adult who is visiting the same inmate as the minor. Children under the age of 16 need not be placed on the inmate's approved visiting list for visiting purposes. Young children are the responsibility of the inmate and visitor and must be kept under control during their visit. Children age 16-17 not escorted must have written approval of parent, legal guardian, or immediate family member at least 18 years of age prior to visiting. The individual granting this approval must have completed a BP-629, Visiting Information form, and be on the inmate's approved Visiting List.

4. Contract employees and volunteers will not be allowed on an inmate's visiting list, even if they cancel volunteer group participation or terminate employment unless approved in writing by the Associate Warden of Programs.

5. All visitors, excluding immediate family members, will be checked for any prior or current criminal convictions. This will not be a sole factor on approving or disapproving them from the approved visiting list. The Warden or his designee will review prospective visitor applications which are determined to have criminal convictions or falsified information.

**F. Business Visitors:** The Unit Team will be responsible for verifying any potential visitor as a former business associate of the inmate, meeting the criteria outlined in P.S. 5267.07. The Warden may waive the prior existing relationship requirement.

**G. Consular Visitors:** The Unit Team will determine if the inmate is a citizen of a foreign country. Once verified and

approved, the Unit Manager will provide appropriate documentation in the Central File.

**H. Visits from Representatives of Community Groups:** The Warden may approve, as regular visitors for one or more inmates, representatives from Community Groups, such as civic and religious organizations. The respective department and Inmate Group Activities Coordinator will be responsible for confirming the interest and qualifications for those representatives wishing to visit.

**I. Special Visits:** The Warden may approve special Visits. The Case Manager, in conjunction with the Captain, Executive Assistant and Associate Warden of Programs is responsible for investigating all special visits and making a determination as to the need. Inmates desiring a special visit shall submit to their Unit Team an "Inmate Request to Staff Member" at least one week prior to the anticipated visit.

The inmate should give the name and address of the individual with whom he desires a visit, their relationship, and other pertinent information which will assist the Unit Team in reaching a decision. The inmate's Correctional Counselor will notify the inmate of the approval or denial. Whether approved or denied, the Unit Team will place documentation in the Central File with the rationale for the approval or denial. (FOI Exempt)

**Note:** If a Special Visit is approved, the Counselor will ensure a copy of the approval is placed in the inmate's Visiting Room Record, Front Desk, Visiting Room, Control Center and Captains Office.

Consideration will be made to determine whether time and administrative expense incidental to arranging and supervising the special visit will factor in its approval. Ultimately, the decision to approve a visit of this criteria will be approved by the Warden.

**J. Attorney Visits:** Attorneys should be on the inmate's visiting list; however, this does not preclude other attorneys from visiting if the inmate requests such visits. The attorneys shall present proper identification identifying them as a bonafide attorney.

Attorney visits will take place in the Visiting Room during regular visiting hours. This procedure will be enforced. Any exception will be considered a Special Visit and must be authorized by the Warden and will be supervised by the Unit

Team.

All legal material brought into the Visiting Room by the inmate must first be examined and hand delivered to the Visiting Room by a member of the inmate's Unit Team. Once the legal visit has been concluded, the Visiting Room Officer will contact a Unit Team member to pick up the respective inmate's legal material. It will be the responsibility of the Unit Team to insure that the legal material is returned to the inmate. The Visiting Room Officer will not approve legal material to be brought into the Visiting Room. If an inmate's Unit Team staff member is not available, either the Operations Lieutenant or the Institution Duty Officer must approve legal material to be brought into/or taken out of the Visiting Room, but only after an inspection of the material is made.

**1. Attorney Visit Authorization:** Verified attorneys of record may be approved by the inmate's Unit Manager (cannot be delegated to an acting or lower authority) utilizing Attachment #4. Documentation of the verification process will be maintained in the inmate's Central File.

**K. Visits to Inmates not in Regular Population Status:**

**1. Admission and Holdover Status:** The Unit Team will insure that visits are limited to the immediate family for holdovers and new commitments thus allowing time for processing and investigation of visiting forms submitted by the inmate. New commitments transferring from other facilities will be able to use their approved list from that facility. Inmates will obtain information on current visiting procedures in their issued A&O Handbook.

**2. Administrative Detention and Segregation Status:** Inmates confined in Administrative Detention or Disciplinary Segregation will ordinarily be afforded the same visiting privileges as those in the general population. Inmates in special housing status will be required to visit in the area immediately in front of the Officer's Station to facilitate observation of the visit. Visits involving unusual supervision or security needs will be discussed with the Captain, AW(Programs) and/or Warden prior to approval. The Duty Officer or Operations Lieutenant may deny or terminate a visit if it appears that it would disrupt the security and orderly operation of the institution. Before allowing entrance into the Visiting Room, the

Visiting Room Officer will telephonically contact the Control Center for separation information via SENTRY. Inmates separated from each other will not be allowed in the Visiting Room at the same time.

**INMATES RECEIVING VISITS FROM THE SPECIAL HOUSING UNIT  
MUST BE IN ORANGE CLOTHING, NO EXCEPTIONS.**

**L. Hospital Visits:** Requests for visits to an inmate in an outside hospital will be reviewed by the Captain, Unit Team and the Associate Warden of Programs. The Unit Team's recommendation shall be forwarded to the Captain and the Associate Warden of Programs for review. Only the Warden, or his designee, may approve visits for inmates in an outside hospital. Approved outside hospital visits shall be under direct supervision and limited to the amount of time approved by the Warden during regular hospital visiting hours.

**M. Visit Terminations:** Any infraction noted by the Visiting Room Officer will be made known to the Operations Lieutenant who has the option of terminating any visit for reasons of improper conduct on the part of the inmate or his visitor(s). The Operations Lieutenant will decide if the infraction warrants termination of the visit. The Visiting Room Officer, Operations Lieutenant and other staff involved will provide the Captain with a written detailed explanation of the incident. Either the Operations Lieutenant or Duty Officer will be physically present for termination of visits.

**N. Specific Visiting Room Procedures:**

**1. Responsibility:** The Captain is responsible for maintaining the appearance and operation of the Visiting Room and the training of Visiting Room Officers.

**2. Preparation of the Visiting List:** The Unit Team shall be responsible for evaluating the proposed visiting list submitted by the inmate and preparing all documents required in P.S. 5267.07. Counselors will load visiting data into the Visiting 2000 Program. They will print a copy of the list and provide it to the inmate. Additions or deletions will be made in the same manner.

The inmate shall be provided a copy of the visiting regulations (Attachment 1) by his Counselor during the

Unit Admission and Orientation period. The inmate shall be responsible for mailing all approved visitors a copy of such regulation.

**3. Identification of Visitors:** Staff shall verify the identity of each visitor age 16 or over (through valid Government, Federal or State, photo identification, etc.) prior to admitting the visitor into the institution. Upon initial entry, visitors will have their photograph taken and loaded into the Visiting 2000 Program. The Lobby Officer will stamp each visitor's hand with a black light stamp prior to his/her entrance to the Visiting Room. The stamp will be checked in the Front Lobby Sallyport, at Control, and again in the Visiting Room during entrance escort. The Visiting Room Officer will inspect the presence of the stamp using the black light prior to permitting the visitors to exit the Visiting Room.

**4. Black Light Procedures:** The Lobby Officer will stamp each approved visitor with the black light stamp before the visitor proceeds from the lobby area of the Front Entrance. The Lobby Officer and Control Center Officer will also ensure the presence of the stamp at the conclusion of the visit. This should be done prior to the visitor entering the Front Lobby. More critically, it will be the responsibility of the Escorting Officer to ensure the presence of the black light stamp prior to the visitors entrance/exiting of the Visiting Room. At approximately 3:00 p.m., all inmates and visitors will remain seated until the inmate's name is called. At this time, the inmate will proceed to the Officer's station to receive his I.D. card and line up along the strip room. The visitors will then proceed to the rear of the Visiting Room for verification of hand stamp and photo I.D. through the Visiting 2000 Program. Any identification deficiencies will be directed to the Operations Lieutenant for clarification before the person(s) are permitted to exit the Visiting Room. The stamp will again be inspected for identification by Control prior to departing the Administration Building. The visitors will be escorted to the Front Lobby Sallyport where the stamp and Visiting 2000 Program photograph will be inspected prior to opening the outer door. The Operations Lieutenant will physically be present to clarify visitor(s) identification that is questionable.

**5. Searching Visitors:** Visitors are subject to search under certain circumstances and may be detained and/or

arrested. Reference is made to Program Statement 5510.09. It is the responsibility of the Lobby Officer to search items of personal property prior to admittance to the Visiting Room and ensure that all visitors pass through and clear the metal detector prior to departing the Front Entrance Area in route to the Visiting Room.

**6. Notification to Visitors:** The Lobby Officer will be responsible for making available written guidelines (TITLE 18) to the visitor, verbally question each visitor on items of contraband (i.e. Sir/Mam, Do you have in your possession, or in your vehicle any drugs, narcotics, firearms, ammunition, explosives, etc.) as well as having the visitor sign for same. The Front Lobby Officer will ensure the visitor understands what they have signed. The Escort Officer will hand carry the Title 18's to the Visiting Room Officer.

At the end of each day, the Visiting Room Officer will forward all Visitor Notification Forms to the SIS Office. Visitors are not permitted to take from or give to an inmate, any document or item other than those purchased from authorized vending machines within the Visiting Room. All vending items must be sealed when given by the visitor to the inmate. No items may be shared by the inmate and visitor.

**7. Inmate Dress Code:** Inmates must wear institution clothing (Khakis) and tan/blue shoes (issued), or black institution boots, when reporting for a visit. Inmates will dress in clean clothing that is in good repair and in good taste. Tank tops, muscle shirts, shorts, altered clothing and jogging suits are not authorized. Hats and sunglasses are not approved for wear. (Exception: religious headgear, prescription glasses, and comb). The only jewelry inmates are permitted to wear into the Visiting Room are wedding bands and one religious medallion. All other items, jewelry, and watches, will be secured in the inmate's unit before entering the Visiting Room. All approved items worn by the inmate will be noted on the Inmate Personal Property Checklist (Attachment #2).

**8. Visitor's Dress Code/Authorized Items:** Front Entrance Officer will ensure that all visitors are dressed appropriately. No khaki color clothing (FCI Only), sunglasses (except prescription), hats (including baseball) except religious. See-through blouses, sleeveless blouses, tank tops, miniskirts, spandex



pants and shorts that expose the knee or above are not considered appropriate apparel and will not be authorized. Only children under 16 years old are permitted to wear shorts. Normally, the Lobby Officer will use his own discretion. When there is a question, the Lobby Officer will notify the Operations Lieutenant of any potential visitor considered not to be appropriately dressed. The Lieutenant or Duty Officer will then proceed to the Lobby and make a determination as to whether the visitor is appropriately dressed. If the visit is not allowed, those staff involved will submit memoranda to the Captain and the inmate's Central File explaining the circumstances of the denial. Visitors are permitted to carry only the following items into the Visiting Room: clear see-through change purses or billfolds, and reasonable baby care items (5 diapers, one pacifier, baby formula in see-through plastic bottles, and baby food in see-through plastic containers.) Life saving medications will be identified and exhibited to the Visiting Room Officer for documentation and accountability. The Visiting Room Officer will maintain control of the medications during the visit. Strollers and other carrying devices will not be allowed. Normally, the Medical Department will provide wheelchairs. All items must be capable of being searched prior to entering the Visiting Room.

**9. Smoking Privileges:** Smoking is strictly prohibited.

**O. Overcrowding/Assignment of Seats:** The Visiting Room Officer may assign inmates and visitors to specific seats within the Visiting Room to accommodate anticipated volume and/or provide adequate supervision/visibility during visits. The rated capacity in the Visiting Room is 144. If a visit should have to be terminated due to overcrowding, the Visiting Room Officer will notify the Operations Lieutenant and the Duty Officer, who will terminate visits based upon the frequency of visits during the month, the distance traveled, and the length of time visitors have been visiting a particular inmate on the date of termination. All questions in regard to the termination of a visit should be directed to the Operations Lieutenant and Duty Officer respectively.

**P. Penalty for Visiting Room Violations:** The Unit Team will issue copies of the rules and regulations to the inmate for each approved visitor, so that all potential visitors are aware of the rules and regulations and the consequences

for violating those regulations. It will be the inmate's responsibility to mail a copy of the rules and regulations to his approved visitors.

**Q. Law Enforcement Visits:** All Law Enforcement visits will be referred to the SIS for coordination. The SIS will be responsible for coordinating visits with all Law Enforcement Agencies and the Unit Team. Each Unit Team will provide a staff member to escort inmates on non-visiting days. Generally, a routine Law Enforcement visit will be scheduled between the hours of 9:00 AM and 2:00 PM, Monday through Friday, excluding holidays, unless otherwise approved by the Associate Warden of Programs.

**R. Inmate Searches:** All FCI inmates entering and exiting the Visiting Room will be visually searched. Issued institution shoes will be collected and searched by the Search Room Officer prior to the inmate exit of the Search Room.

**S. Supervision:** Staff shall maintain visual contact with all visitors and inmates within all areas of the visitation room. This is to ensure and prevent the passage of contraband and to ensure the security and good order of the institution. The visiting room officer shall ensure that all visits are conducted in a quiet, orderly, and dignified manner. The visiting room officer shall be aware of any articles passed between the inmate and the visitor. If there is any reasonable basis to believe that any item is being passed which constitutes contraband or is otherwise in violation of the law or Bureau regulations, the visiting room officer will immediately intervene and examine the item.

**T. Maintaining Institution Operations / Activities:**  
Visiting operations will not ordinarily effect the scheduled program activities within the institution. However, movement of inmates housed in special security areas may require an extended interference in processing inmates into the visiting room.

## **5. ATTACHMENTS:**

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Attachment 1 - Visiting Instructions to Approved Visitors  
Attachment 2 - Inmate Visiting Personal Property Checklist  
Attachment 3 - Visiting Room Misconduct Memorandum  
Attachment 4 - Attorney Visitation Form

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Ronnie R. Holt, Warden

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**DISTRIBUTION:** Associate Wardens  
Department Heads  
Bargaining Unit  
Inmate Law Library

**Visiting Instructions  
FCI and FPC Schuylkill**

Visiting for the Federal Correctional Institution is permitted Thursday through Monday and on all national holidays between the hours of 8:30 am and 3:00 pm. There will be no visiting on Tuesday and Wednesday unless a national holiday coincides.

Visiting for the Federal Prison Camp on weekends and holidays only, from 8:30 am to 3:00 pm. There will be no visiting from Monday through Friday, unless a national holiday coincides. National holidays are New Year's Day, Martin Luther King's Birthday, Presidents' Day, Memorial Day, Independence Day, Labor Day, Columbus Day, Veterans' Day, Thanksgiving Day and Christmas Day.

Except in unusual cases, members of the immediate family (father, mother, stepparents, foster parents, brothers, sisters, wife and relatives, such as grandparents, uncles, aunts, in-laws, and cousins may be placed on the approved visiting list. Other relatives, such as grandparents, uncles, aunts, in-laws, and cousins may be placed on the approved list if the inmate wishes to have them visit regularly. The visiting privilege may be extended to friends and other non-relatives if the inmate established prior to the inmate's incarceration. While there is no minimum length of time the inmate must have known a proposed visitor, the team will not usually approve visiting for casual acquaintances developed during confinement. Special visitors may be authorized by Unit Staff and may include clergymen, former or prospective employers, sponsors or parole advisors. Special Visits provide for release planning, counseling and discussion or acute family problems.

Visiting at FCI Schuylkill is open and is accomplished in a comfortable setting.

Visiting limitations may be imposed due to overcrowding and/or inclement weather. A maximum of six (6) visitors, including children under 18 years of age, are permitted to visit an inmate at one time. No more than four (4) of the maximum six (6) visitors may be adults. Exception must be approved in advance by the inmate's unit team.

All children under the age of 16 must be accompanied by a responsible adult. Visitors will be responsible for keeping children in their company within direct supervision at all times and will be responsible for their conduct and behavior.

On occasion, visitors might take advantage in using rental vans or buses to travel to FCI/FPC Schuylkill. When utilizing this transportation, visitors should keep in mind: 1) Make sure you know where the driver of the bus or van can be reached in the

event your visit is terminated due to overcrowding, inclement weather, or violation of institutional rules and regulations. If your visit is terminated, you will not be allowed to wait in the Front Lobby. You will have to leave the institution grounds. 2) Make sure that when you fill out the Notification to Visitor Form (BP-224), you indicate on the form whether you are on a van or bus. Every opportunity will be taken to make sure that you have the maximum time to visit.

Visitors are expected to use good taste in their dress. See-through blouses, sleeveless blouses, tank tops, miniskirts, spandex pants and shorts are not considered appropriate apparel and will not be authorized. Only children under 16 years old are permitted to wear shorts. Visits will not be allowed until a change into appropriate clothing is made. The Operations Lieutenant and Duty Officer have the authority to make final determination as to the appropriateness of visitors' dress.

Handshaking and a brief kiss and embrace may be exchanged by inmates and their visitors at the beginning and at the end of each visit. During the visit, crossing legs with each other, wrapping arms around each other, kissing, fondling, or other actions that would bring embarrassment to others will result in termination of the visit. The only physical contact permitted during the visit is the holding of hands. A determination will be made by the inmate's Unit Team and the Warden regarding the status of future visits, should any rules be violated.

Inmates are furnished all necessities and visitors will not bring any inmate any article or gift. Cameras, photographs and tape recorders are not permitted in the visiting area. Inmates will not be permitted to sign or exchange any papers during the visit; therefore, visitors will not be permitted to bring such papers to the visiting area. All papers and documents requiring an inmate's signature should be sent to the inmate's Unit Team through the postal system.

Visitors are not allowed to bring food into the visiting area (except baby food for infants). There are coin-operated vending machines in the Visiting Room. Visitors may bring reasonable baby care items (five (5) diapers, one pacifier, baby formula in see-through plastic bottles, baby food in see-through plastic containers), and a small clear plastic coin or clutch type purse in the visiting area; large purses, bags, etc., are not permitted in the visiting area and may be stored in the lockers in the reception area or left in your locked car. Pocket knives are not permitted in the Visiting Room. The Federal Correctional Institution, Schuylkill, Pennsylvania, has every desire to make your visit as pleasant as possible. Should you have any questions regarding visiting, please feel free to contact the inmate's Unit Manager, Case Manager, or the Visiting Room Officers.

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<i>LD</i>	<i>O</i>	<i>I</i>	<i>S</i>	<i>U</i>	<i>E</i>	<i>K</i>
<i>IA</i>	<i>M</i>	<i>N</i>	<i>E</i>	<i>F</i>	<i>L</i>	<i>E</i>

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SCH 5267.07  
Attachment 3

U.S. Department of Justice  
Federal Bureau of Prisons

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FCI Schuylkill, Minersville, PA

DATE: TIME:

MEMORANDUM FOR ALL CONCERNED

FROM: Officer \_\_\_\_\_, Visiting Room #1 Officer

SUBJECT: VISITING ROOM MISCONDUCT  
RE: INMATE \_\_\_\_\_

Inmate's Name: \_\_\_\_\_

Inmate's No.: \_\_\_\_\_

Reason warning given: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Inmate's Signature: \_\_\_\_\_

Officer's Signature: \_\_\_\_\_

This warning is to be placed in the inmate's visiting room file. Copies of this document will be furnished for disciplinary actions resulting from visiting room misconduct which results in an incident report.



U.S. Department of Justice  
Federal Bureau of Prisons

FCI Schuylkill, Minersville, PA

ATTORNEY VISITATION FORM

**\*Date\***

**MEMORANDUM FOR FRONT LOBBY OFFICER**

**FROM:** \_\_\_\_\_, Unit Manager

**SUBJECT:** Special Attorney Visit

The following individual(s) have been verified as an attorney on record for inmate \_\_\_\_\_ Reg. No. \_\_\_\_\_. Mr./Mrs. \_\_\_\_\_ will be visiting the institution on \_\_\_\_\_. Each individual will be subject to identification, contraband, and visitation policies. No camera or recording equipment will be authorized unless approved by the Warden in writing. This authorization is only valid for the above date and the visit will not be counted against the established points.

\_\_\_\_\_/ \_\_\_\_\_  
Additional Legal Advisor Title

\_\_\_\_\_/ \_\_\_\_\_  
Additional Legal Advisor Title

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

cc: Captain  
Operations Lieutenant  
Front Lobby  
Control